

12.215 CINCINNATI PARKING INFRACTION (CPI)

Reference:

Procedure 12.205 - Traffic Enforcement Policy and Guide
Procedure 12.270 - Impounding, Moving, and Release of Vehicles
Procedure 12.445 - Complaint Report - Form 305
Standards Manual - 61.1.13

Procedure:**A. Guidelines:**

1. Use the Cincinnati Parking Infraction (CPI) when enforcing the following infractions:
 - a. License plate infractions on parked vehicles
 - b. Parking infractions
 - c. Meter infractions

Exception: When citing a juvenile for the above listed infractions, issue a Multi-Count Traffic Ticket (MUTT).

2. Enforce all other violations except warning tags on a MUTT.
3. When citing an adult for the above infractions and the person is not the owner of the vehicle:
 - a. List the operator's full name, address, DOB, SS#, sex, and race in the "Notes" block of the CPI.
4. Record the license plate sticker number on the CPI in the block titled "Validation Number." Write "None" if the sticker is missing.
5. When enforcing failure to display license plates, include the Vehicle Identification Number (VIN) in the "VIN" block of the CPI. Tow unattended vehicles but do not tag.

B. Enforcement Guidelines:

1. Issue a CPI rather than a warning for the following parking infractions:
 - a. Unauthorized stopping and parking.
 - b. Stopping, loading, or unloading on primary arteries.
 - 1) During restricted hours.
 - 2) In No Stopping or Parking posted areas.
 - c. Commercial trucks or vehicles displaying commercial truck license plates may load/unload on downtown streets, except in areas posted No Stopping or Parking.
 - 1) Truck drivers need not put coins in parking meters when actively engaged in loading or unloading.

2. Holiday enforcement.

- a. Holiday, when used in connection with any traffic control device, will mean each of the following:

New Year's Day	-	January 1st
Martin L. King, Jr. Day	-	Third Monday in January
Memorial Day	-	Last Monday in May
Independence Day	-	July 4th
Labor Day	-	1st Monday in September
Thanksgiving Day	-	4th Thursday in November
Christmas Day	-	December 25th

- b. Enforce No Parking 6/7 - 9 AM and 3/4 - 6 PM parking restrictions as posted, except on holidays.
 - 1) Issue a CPI when impounding for a violation of peak hour restrictions.
 - 2) Enforce all other parking regulations on holidays.
 - 3) Enforce parking meter infractions as noted on each meter.
 - c. During church services, officers should contact church or synagogue officials before taking enforcement action on parking complaints in areas adjacent to churches and synagogues.
3. Enforce parking restrictions, with the exception of handicapped parking infractions, on undedicated streets, shopping center lots, privately owned roads or driveways, only on complaint.
- a. Officers will enforce signs posted by the City restricting parking on undedicated streets.
 - 1) Undedicated streets are those private streets open to the public as a thoroughfare for vehicular traffic.
 - b. Officers will enforce fire lane signs posted by the City on privately owned roads and driveways.
 - 1) Privately owned roads and driveways are in private ownership and not open to the public.
 - c. Contact Traffic Engineering, Monday through Friday, 0830 - 1700 hours to determine if signs were erected by the City.

- d. Officers may enforce infractions of public safety zones (fire lanes) on shopping center parking lots.
 - 1) The following areas have officially recognized fire lanes:
 - a) University Village Shopping Mall in Corryville
 - b) Hughes High School connector to Krueck Community Center
 - c) Western Hills Plaza
- 4. Police officers will enforce parking meter infractions at City owned, off street parking facilities that do not issue meter permits.

C. Handicapped Parking Enforcement:

- 1. Meter enforcement.
 - a. There are parking meter spaces throughout the City for the exclusive use of handicapped motorists.
 - b. Special blue parking meter heads indicate the space is for handicapped motorists only.
 - c. Only vehicles bearing an officially issued handicapped license plate or handicapped card may use these specially marked meter spaces.
 - d. Issue a CPI to vehicles without the proper license plate or card using Cincinnati Municipal Code (CMC) Section 508-2. Tow only as a last resort or in aggravated cases.
 - e. Section 4511.69 of the Ohio Motor Vehicle Code allows a handicapped person to park a vehicle for a period of two hours in excess of the legal parking period, except where the vehicle is parked in such a manner as to be clearly a traffic hazard.

- 1) The handicapped person must deposit a coin in the meter to obtain time to park. He is allowed two hours beyond the expiration of that time before being in violation.
 - 2) An officer with personal knowledge that the two hour grace period expired, may issue a CPI for a Meter Violation, CMC Section 509-7.
 - 3) Handicapped persons cannot park at these meters during 6/7 - 9 AM or 3/4 - 6 PM parking restrictions. In this instance, issue a CPI for the 6/7 - 9 AM or 3/4 - 6 PM violation.
 - a) With supervisory approval, tow only as a last resort or in aggravated circumstances.
2. Enforcement on private property.
- a. Officers may enforce handicapped parking infractions on private lots under CMC Section 508-36.
 - 1) Vehicles can park in handicapped parking spaces only if they display handicapped license plates or a state issued handicapped card.
3. Enforcement of "Handicapped Parking Only" signs on city streets.
- a. There are parking spaces throughout the City for the exclusive use of handicapped motorists.
 - b. Only vehicles bearing an officially issued handicapped license plate or handicapped card may park in these specially marked spaces.
 - c. Issue a CPI to vehicles without the proper license plate or card using Cincinnati Municipal Code (CMC) Section 508-2. Tow only as a last resort or in aggravated cases.

D. Defective Parking Meters:

1. Defective parking meter (no CPI):
 - a. Notify the district desk person of the location and condition.
 - b. District desk personnel will make the necessary blotter entry.
 - 1) Notify the Public Utilities Office (Mon. - Fri., 0800-1630 hours). If closed, first shift will make the notification on the next business day.
2. Defective parking meter reported, CPI issued by a parking enforcement officer:
 - a. Instruct the citizen to immediately mail or deliver the CPI to the Public Utilities Office, 617 Central Ave. An explanation of the defective parking meter by the citizen should accompany the CPI.
 - b. Notify the district desk person of the location and condition.
 - c. District desk personnel will make the necessary blotter entry:
 - 1) Notify the Public Utilities Office (Mon. - Fri., 0800-1630 hours). If closed, the first shift will make the notification on the next business day.
3. Defective parking meter, CPI issued by a police officer:
 - a. The officer will accept the CPI and write in the name, address, and phone number of the recipient.

- 1) The officer will notify his supervisor. The supervisor will complete a Request for Cancellation (Form 654) containing the following information: CPI number, name of the issuing officer, and the name of the officer verifying the defective meter. The supervisor will forward the Form 654 and the CPI to the Public Utilities Office.

- b. Before forwarding the Form 654, the district supervisor will call the Police Records Unit, Customer Service supervisor. The supervisor will place a hold on the CPI, pending an investigation by Public Utilities.

- c. Public Utilities will note the results of the parking meter inspection on the CPI and forward it to the Police Chief's Office.

- 1) If the meter was found to be defective, the Patrol Bureau Commander will forward the CPI to the Court Control Unit for dismissal by the hearing officer. Patrol Bureau will notify the complainant by mail of the disposition.

- 2) If the parking meter was not defective, Patrol Bureau will mail the CPI back to the complainant with instructions for its proper disposition.

E. Street Cleaning Enforcement:

1. Officers will enforce street cleaning signs only when requested by a Sanitation Division supervisor. Officers will enforce street cleaning signs on city streets maintained by The Cincinnati Metropolitan Housing Authority upon complaint from CMHA security personnel.

- a. Issue a CPI only for a violation of No Parking - Street Cleaning signs, do not tow.
- b. Note the Sanitation Division supervisor or CMHA security personnel's name and address in the "Notes" block as witness information for cases contested at any subsequent hearing.

F. Enforcement of Temporary No Parking Signs:

- 1. The City Manager has designated the Police Chief or his designee to act in his behalf for the purpose of erecting and maintaining temporary No Parking signs on local highways and all other municipal property pursuant to CMC Sections 502-24 and 508-2.
 - a. A private citizen, contractor, or public utility under contract to the City may be authorized to post temporary No Parking signs by the Police Division.
 - 1) Temporary No Parking Signs for work scheduled to exceed one day will result in the completion of a Form 305, Complaint Report. Information will include the date and time the signs are posted and the expected completion date.
- 2. Take enforcement action only if there is a prior blotter entry indicating the location, time posted, and effective hours of the temporary signs.
 - a. Temporary signs must be posted at least 14 hours before a CPI for overtime parking can be issued.
 - b. A district supervisor will assign an officer to check the signs for proper posting. Note the time checked in the disposition column of the blotter and / or Form 305 Complaint Resolution.

3. Street paving enforcement.

- a. Tow and issue a CPI to vehicles in violation of properly posted signs required by street paving. If the Impound Unit is full, and a supervisor approves a move only tow, issue a CPI.
- b. If temporary No Parking signs are absent or improperly posted so as to be unenforceable, a police supervisor may order a move only tow to accommodate street paving operations. In this case do not issue a CPI.

G. Public Utilities Parking Enforcement Officers:

- 1. Parking enforcement officers enforce selected parking infractions in addition to meter infractions.
- 2. When responding to a parking enforcement officer's request for advice or assistance regarding proper enforcement of these ordinances, render police support in a professional manner.
- 3. A police officer receiving a parking complaint from a citizen will take the appropriate enforcement action. Do not refer the citizen to Public Utilities.
- 4. Parking enforcement officers cannot enforce the following CMC Sections:

508-4	Removal of Obstructing Vehicles
508-5	Vehicle Obstructing After Collision
508-12	Parking Unreasonable Time
508-21	Use of Bus Stop
508-34	Special Parking Restrictions

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